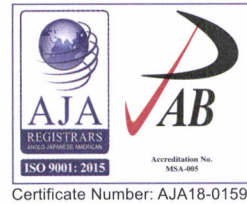




Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila



ADMINISTRATIVE ADVISORY

No. 2019- AA-002

23 September 2019

- WHAT : AVAILABILITY OF CASHIER AND RECORDS SECTIONS SERVICES**
- WHEN : Monday, 23 September 2019**
- WHERE : Insurance Commission (IC) Main Office,
United Nations Avenue, Manila**

In support of the 27th National Family Week Celebration, per Civil Service Commission (CSC) Announcement No. 53, s. 2019, and consistent with the instructions of the Office of the Commissioner (OCOM), **effective 1:00 P.M** the Administrative Division – Cashier Section shall implement a cut-off for receiving payments and entertaining transactions. Moreover, receiving of documents from various stakeholders shall be manned by a skeletal force of the Administrative Division-Records Section **until 5:00 P.M.**

All concerned shall be guided accordingly.


REMELYN R. MOJICA
IC Division Manager
Administrative Division